

# STATIONARY WASTE TIRE PROCESSING FACILITY PERMIT APPLICATION GUIDANCE DOCUMENT

## **INTRODUCTION**

This document outlines requirements for submission of a complete permit application for a stationary waste tire processing facility. **This document pertains only to stationary waste tire processing facilities stockpiling less than 500 waste tires at any time.** The operator/owner may complete this guidance document and use it along with the indicated attachments as the permit application. Three copies of the complete application must be submitted to the department.

A complete application package for a permit must contain:

- Application Administrative Requirements:
  1. A completed Permit Application Form
  2. Permit application fee
  3. Evidence of property ownership
  4. Evidence of compliance with local zoning requirements
  5. Violation History Disclosure Statement
  6. Evidence of compliance with department water pollution control regulations
  7. Evidence of Corporate or Fictitious Name Registration
- Operational Plans for:
  1. Processing and Storage
  2. Fire Protection and Vector Control
  3. Recordkeeping

Each of these requirements is further detailed on the following pages. Depending on site specific circumstances, the applicant may wish to obtain assistance from an attorney and/or a professional engineer in completing this application.

The Missouri Department of Natural Resources' Solid Waste Management Program (SWMP) will conduct a preliminary review of the application to determine whether it contains sufficient information to conduct a technical review. Each of the items listed above must be submitted for a permit application to be considered complete.

The department's SWMP will review each application for compliance with the Solid Waste Management Law and Rules. If the application does not adequately address these requirements, the department's SWMP will send a comment letter to the applicant explaining the items that require clarification or further detail. The department's Air and Land Protection Division policy for expedited permit review requires that a waste tire site / processing facility applicant (an applicant for major permits) respond to the department comment letter within 60 days. If the information required is not received by the department's SWMP within 60 days, the application review may be terminated. Please note that an extension may be granted as outlined in the policy.

The applicant's response to the department's comment letter will also be reviewed for compliance with the Solid Waste Management Law and Rules. If this response does not adequately address these requirements, a second comment letter may be issued by the department's SWMP. If the applicant's response to the second comment letter is unsatisfactory, the application may be denied for failure to adequately address the requirements of the Solid Waste Management Law and Rules. The \$200.00 application fee is nonreturnable; however, if the application is revised and resubmitted for the same site within timeframes established by the department, a new application fee may not be required.

The applicant must reimburse the department for all permit review costs incurred by the department up to a maximum of \$2000.00. After completion of the review of the original application and attachments, the department's SWMP will send a bill to the applicant for review costs incurred. Payment must be received before the department's SWMP will review subsequent submittals and before a permit will be issued.

If the department's review of the application reveals that the waste tire site / processing facility application complies with the requirements of sections 260.200 – 260.345, RSMo and the corresponding rules, the department may approve the application and issue a permit.

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MISSOURI DEPARTMENT OF NATURAL RESOURCES  
AIR AND LAND PROTECTION DIVISION

